

Report for Week Ending 22 Oct.

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1. Completed arrangements for issuing instructions on Courier Receipt and Log Record, and the new Agency Chain Envelope.

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to view IBM 705 operations and the microfilming of the national index in the Division of Administrative Operations, Social Security Board.

2. Attended IRAC meeting

3. Attended meeting of U.S. Government Correspondence Manual Committee

4. Reviewed our records on reports prepared or required by the Office

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of Comptroller and provided
Mr. [REDACTED] (Comptroller's Office)
with data on 34 reports not
included in his records. He
is preparing to reappraise reporting
requirements in the Office of the
Comptroller.

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